



Mission Control

Emergency Details

Our Address

Donisthorpe Scout Centre
3 Church Street
Donisthorpe
Swadlincote
DE12 7PX

OS Grid Reference SK 32010 14086

What3Words repeats.prospered.drifters

Nearest Hospital

Queen Elizabeth Hospital
Belvedere Rd
Burton-on-Trent
DE13 0RB

On Arrival

- Once unlocked, please replace the key in the outside key box and close it straight away.
- Briefly check the building for any damage
- Keep keys in the key safe and scramble the code always

Last to Leave

- Report any problems with or damage to the building (see below)
- Lock the front doors
- Sweep the main hall/back room floors
- Turn off all light switches and both by the back door
- Check that the heating and hot water is turned off
- Flush all toilets
- Empty the bins in the kitchen and hall
- Close all internal doors, locking where possible
- Check all keys returned and lock the key safe, scrambling the lock
- Close the gate to the car park

First Aid

First aid kits are available in the cupboard below. The accident book is kept in the kitchen.

Whiteboards

The correct pens and an eraser are stored with each whiteboard, please wipe clean after use. (Spares are in the craft cupboard).

Noticeboards

The noticeboards in the main hall have a key kept in the key safe to open the cover. Please take care when changing a display and lock after use.

Rubbish

Please recycle all your rubbish if you can. Limited facilities are available here.

The bins in the main hall and kitchen tend to get full, so please empty them if they are. Bin bags are in the cleaning cupboard. The wheelie bin should be kept in the locked store outside by the back door. If the bin is full, take the rubbish with you.

The Kitchen

Young people should only be in the kitchen with adult supervision.

Tea, coffee and squash are available, but please wash, dry and return any cups, crockery and cutlery used.

Food should not be stored here for more than the duration of your activity.

Heating

The boost switches below turn on the rear and upstairs heating, and main hall fan heaters. Press once for 15 minutes, twice for 30 minutes, three times for an hour, four times for two hours and again to cancel and turn the heating off automatically. If you leave early please cancel the heating!

Hot Water

- The boost switch below turns on the hot water for the toilets.
- The hot water for the kitchen sinks is controlled by a boost switch on the right side of the window.
- If you leave early please cancel the hot water!

Lights

- Upstairs, the storeroom and kitchen are all switched as expected.
- A sensor controls the back foyer lights. The key switch by the back door allows the sensor to be turned off if necessary.
- The main hall has four switches below. Please switch the sinks and corridor lights on, too.
- The toilet cubicles have sensor lights which turn on and off automatically.
- In the toilet foyer, a pull cord turns on a small light with a sensor, which is only required for sleepovers.
- The outside lights are turned on using a time switch near the back door.

Printer, Projector, TV and Wifi

- “Donisthorpe Scout Centre” is the wifi network to choose. Leaders can access a different network (for printing too). Please ask.
- HDMI and screencasting are available for the projector. Remote control below.
- **The TV upstairs must not be used to watch live TV** but can be connected via the HDMI cable and webcam provided.
- A printer, copier, and scanner are available for leaders to use (they are located in the cupboard under the stairs).

Lost Property

- Any lost property should be placed in the box in the cupboard below.
- At the start of the month a new box is used
- When the second month has passed items will be disposed of
For example, an item added to a box in December will be disposed of at the end of January.

Tables, Benches and Chairs

- In the cupboard in the front foyer, there are
 - 8 large folding tables
 - 3 small folding tables
 - 6 folding benches
 - 37 chairs for the main hall.
- Please return at the end of your session.
- There are 3 tables and 12 stools for the rear foyer
- There are eight folding tables and 15 chairs for use upstairs. Please return to the area under the cupboards after use.
- Additional benches and tables are available in the camping store.

Accident Reporting

Should there be any accident or near miss at the Scout Centre, please use the forms located in the folder in the kitchen. The yellow copy should be filed in the finance post box in the cupboard under the stairs. 4th Ashby leaders should use the forms inside Online Scout Manager

Lockers

Lockers are available to keep belongings safe. The keys are kept in the key safe. Please empty the locker after your session so that it is available for others to use.

Fire Alarm/Smoke Detectors

See the instructions for raising the alarm if you discover a fire. Sound the bell. Note, we have linked smoke detectors which will all sound if one is triggered. There is also a CO₂ detector by the boiler and a heat sensor in the kitchen.

The fire assembly point is at the rear of the car park.

Risk Assessments

Please contact gtb@4thashby.org.uk for our building risk assessment. Each group should have their own activities specific risk assessment in place for their group as in some cases the risks will change according to the age group.

Outside

The outdoor “classroom” has power and lights, please use the key from the key safe to enable it. Firewood is stored in the locked green boxes by the back door. Altar fires are in the wheelie bin store.

Closing the gate is advised if young people are using the car park for games of activities.

Gas Bottles

All gas bottles MUST be stored in the cage at the rear of the car park. This includes canisters and cartridges.

Parking

- Please encourage your visitors to park as sensibly as possible.
- Space at the front should be left for any wheelchair users.

Any issues?

Report any issues promptly to dsc@4thashby.org.uk

Ownership and Operation

The building is owned by Ashby & Coalville District Scouts and used by Odyssey ESU and 4th Ashby Scout Group. Volunteers at 4th Ashby Scout Group manage and maintain the building.

Date of Issue

This document was last updated on 16th February 2025.